

**REGULAR BOARD MEETING**  
**Village Hall - 102 S. Second Street**

**February 3, 2020 - 7:30 pm**  
**Village of West Dundee**

**I. CALL TO ORDER:**

President Nelson called the Regular Board Meeting to order at 7:30 pm.

**II. ROLL CALL:**

Present were Village President Christopher Nelson, Trustees Cheryl Anderley, Dan Wilbrandt, Tom Price and Pat Hanley. Trustees Michelle Kembitzky and Andy Yuscka were absent.

Also present were Village Manager Joseph Cavallaro, Public Works Director Eric Babcock, Community Development Director Tim Scott and one (1) person in the audience.

**III. PLEDGE OF ALLEGIENCE:**

Trustee Wilbrandt led the Board and those in attendance in the Pledge of Allegiance.

**IV. APPROVAL OF AGENDA:**

**MOTION:** Moved by Trustee Anderley and seconded by Trustee Hanley to approve the agenda, as presented. Motion passed unanimously by voice vote.

**V. VILLAGE PRESIDENT'S REPORT:**

**A. Northwest Municipal Conference Presentation**

Mark Fowler, Executive Director of the Northwest Municipal Conference (NWMC) briefed the Board on the mission, purpose and vision of the organization. He said the objective of the NWMC is to provide a means by which geographically related municipalities and townships in north and northwest Chicago may cooperate together in the public interest on matters of mutual concern.

Mr. Fowler spoke about the three (3) main items NWMC is heavily involved in, i.e. (1) Legislative, which deals with ethics, red light cameras, etc.; (2) Transportation Planning, which covers regional transportation councils, bike and pedestrian plans and an upcoming sidewalk inventory to be shared with the members; (3) Suburban Purchasing Cooperative, which covers forty-four services including ambulances, squad cars, telecommunications, janitorial supplies, etc.

In conclusion, Mr. Fowler presented information about the other core committees and their function and welcomed the Village of West Dundee as a member of the NWMC.

**VI. REPORTS & QUESTIONS FROM TRUSTEES & WORKING GROUPS:**

Trustee Anderley reported a near vehicle/pedestrian accident on eastbound Route 72 and Second Street because of difficult visibility at the intersection.

**VII. VILLAGE STAFF REPORTS:**

Public Works Director Babcock informed the Board that there is a water main break on westbound 72 between Third and Fourth Streets which Public Works will be excavating on Tuesday, February 4, 2020. He expects it to be complete before the evening rush hour.

Manager Cavallaro said that Fire Chief final interviews will be conducted on February 17, 2020.

**VIII. QUESTIONS FROM THE AUDIENCE:**

- A. Items on the Agenda: No Questions or Comments
- B. Items not on the Agenda: No Questions or Comments

**IX. CONSENT AGENDA:**

- A. Approval of Bill List: February 3, 2-20
- B. Approval of Minutes: January 20, 2020 Regular Board Meeting

**MOTION:** Moved by Trustee Hanley and seconded by Trustee Anderley to approve the Consent Agenda as presented. Upon roll call, motion was approved.

- AYES:** Trustees Hanley, Anderley, Wilbrandt and Price.
- NAYS:** None
- ABSENT:** Trustees Yuscka and Kemitzky

**X. RESOLUTIONS AND ORDINANCES:**

- A. Ordinance Amending the Economic Incentive Agreement with Nemo Properties, LLC to Complete Rehabilitation and Renovation of 123-127 W Main Street**

President Nelson said this is a reset of the loan which was approved in 2018. He said that due to the rehabilitation of the property at 123-127 West Main Street becoming a larger endeavor than originally anticipated, and given the excess costs that have resulted, the owners of the property have requested additional financial assistance.

To provide this assistance, the loan amount paid to date, totaling \$33,607 will be returned to the owners, and repayment of the loan will begin anew. Manager Cavallaro said the parameters of the reset loan would remain the same, with a term of 120 months with an interest rate of 4.25%.

**MOTION:** Moved by Trustee Hanley and seconded by Trustee Anderley to approve an Ordinance Amending the Economic Incentive Agreement by and between the Village of West Dundee and Nemo Properties, LLC to complete rehabilitation and renovation of 123-127 West Main Street. Upon roll call, motion was approved.

- AYES:** Trustees Hanley, Anderley Wilbrandt and Price
- NAYS:** None
- ABSENT:** Trustees Yuscka and Kemitzky

**XI. NEW BUSINESS:**

- A. Authorization to Solicit Proposals-Contractual Large Scale Tree Trimming**
- B. Authorization to Solicit Proposals – Professional Tree Care Services Contract**

Trustee Price said the authorization being requested is strictly for proposals, and not an expenditure of funds. He reiterated that in 2018, the Village began separating large scale tree trimming from general tree care services when soliciting proposals, in order to minimize potential exposure related to by the hour pricing and ultimately complete the work at the lowest possible cost.

Director Babcock added that the intended result was achieved and contract pricing was extended through 2019.

Trustee Price stated the authorization to solicit proposals for a professional tree care services contract which is necessary for the maintenance and beautification of the Village's urban forest is also being requested.

Director Babcock said Public Works is requesting authorization to solicit proposals for this work through the end of the upcoming fiscal year with an optional two year extension. He added that staff recommends soliciting bids for general tree care services to identify a go-to provider and establish prices for services such as tree removal, stump removal and consultation. He said the proposed packet will request individual prices for the 2020/21 Fiscal Year, as well as the following two fiscal years, so the Village has the option to lock in pricing for an extended period of time in the event that it is advantageous to do.

After a brief discussion an omnibus motion followed.

**MOTION:** Moved by Trustee Price and seconded by Trustee Anderley to move to authorize Public Works staff to solicit proposals for the 2020 Large Scale Tree Trimming Contract and to Authorize Public Works staff to solicit proposals for the 2020/21 Professional Tree Care Services Contract with an optional second and third year contract term extension.. Upon roll call, motion was approved.

**AYES:** Trustees Price, Hanley, Anderley and Wilbrandt

**NAYS:** None

**ABSENT:** Trustees Yuscka and Kembitzky

## **XII. MISCELLANEOUS:**

Trustee Wilbrandt commented on the noticeable sound from the end loader when performing snow removal from the downtown south parking lot at 4am, and questioned the timing of this activity.

## **XIII. ADJOURNMENT:**

**MOTION:** Moved by Trustee Price and seconded by Trustee Anderley to adjourn the Regular Board Meeting. Motion was approved by voice vote.

The Regular Board Meeting adjourned at 8:00 pm.

## **ATTEST:**

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Barbara Traver  
Village Clerk

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Christopher Nelson  
Village President